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HEALTH & FAMILY WELFARE DEPARTMENT

NOTIFICATION

The 30th September, 2023

No.24032—HFW-DCMA-VS-0004/2018/H.— In exercise of the powers conferred by the Proviso to Article 309 of the Constitution of India and in supersession of the rules, regulations, orders and instructions issued in this regard except as respects things done or omitted to be done before such supersession, the Governor of Odisha hereby makes the following rules to regulate the method of recruitment and conditions of service of the persons to be appointed to the Odisha Health Intelligence & Vital Statistics Service Cadre, namely : —

1. Short Title and Commencement.— (1) These rules may be called the Odisha Health Intelligence & Vital Statistics Service (Method of recruitment and Conditions of Service) Rules, 2023".

(2) They shall come into force on the date of their publication in the *Odisha Gazette*.

2. Definitions. — (1) In these rules, unless the context otherwise requires,—

- (a) "Appointing Authority" means the Director of Health Intelligence & Vital Statistics, Odisha;
- (b) "Bureau" means the State Bureau of Health Intelligence & Vital Statistics of the Directorate of Health Intelligence & Vital Statistics, Odisha;
- (c) "Commission" means the Odisha Staff Selection Commission;
- (d) "Committee" means the Departmental Promotion Committee constituted under rule- 10 of these rules;
- (e) "Directorate" means the Directorate of Health Intelligence & Vital Statistics, Odisha;

- (f) “Ex-Servicemen” means persons as defined in the Odisha Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
- (g) “Government” means the Government of Odisha;
- (h) “Medical Institution” means the Government medical institutions in the District and Government Medical College and Hospitals and tertiary Institutions;
- (i) “Persons with Disabilities” mean persons who have been granted with Disability certificates by Competent Authority as per the provisions of the Rights of Persons with Disability Act, 2016;
- (j) “Scheduled Castes and Scheduled Tribes” shall have reference to the Scheduled Castes and Scheduled Tribes specified in the Constitution (Scheduled Castes) Order, 1950 and the Constitution (Scheduled Tribes) Order, 1950, as the case may be made under Articles 341 and 342 of the Constitution of India respectively;
- (k) “SEBC” means Socially and Educationally Backward Classes as defined in Clause (a) of section (2) of the Odisha State Commission Backward Class Act, 1993;
- (l) “Service” means the Odisha Health Intelligence & Vital Statistics Service;
- (m) “Sportsmen” means persons who have been issued with Identity Card as sportsmen by the Director, Sports as per Resolution No.24808/Gen., dated 18th November, 1985 of General Administration Department; and
- (n) “Year” means the calendar year.

(2) All other words and expressions used in these rules but not specifically defined shall, unless the context otherwise requires, have the same meaning as respectively assigned to them in the Odisha Service Code.

3. Constitution of Service: — The Cadre of the Service shall consist of the following posts, namely: —

- (a) Vital Statistics Assistant ;
- (b) Senior Vital Statistics Assistant ;
- (c) Assistant Vital Statistics Officer ;
- (d) Vital Statistics Officer ;
- (e) Assistant Director, Health Intelligence & Vital Statistics ; and
- (f) Deputy Director, Health Intelligence & Vital Statistics.

PART-II**Methods of recruitment**

4. Methods of recruitment: — Subject to other provisions made in these rules, the methods of recruitment to the posts in the service shall be made in the following manner, namely:

- (1) the post of Vital Statistics Assistant shall be filled up by way of direct recruitment through competitive examination conducted by the Commission in accordance with Rule-6;
- (2) the post of Senior Vital Statistics Assistant shall be filled up by way of promotion from among the persons holding the post of Vital Statistics Assistant;
- (3) the post of Assistant Vital Statistics Officer shall be filled up by way of promotion from among the persons holding the post of Senior Vital Statistics Assistant;
- (4) the post of Vital Statistics Officer shall be filled up by way of promotion from among the persons holding the post of Assistant Vital Statistics Officer;
- (5) the post of Assistant Director, Health Intelligence & Vital Statistics shall be filled up by way of promotion from among the persons holding the post of Vital Statistics Officer; and
- (6) the post of Deputy Director, Health Intelligence & Vital Statistics shall be filled by way of promotion from among the persons holding the post of Assistant Director, Health Intelligence & Vital Statistics.

5. Reservations.—Notwithstanding anything contained in these rules reservation of vacancies or posts as the case may be for, —

- (1) Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions for the Odisha Reservation of vacancies in posts and services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the Rules made there under; and
- (2) SEBC, Women, Sportsmen, Ex-Servicemen and Persons With Disabilities shall be made in accordance with the provisions made under such Act or Rules framed, orders and Resolutions or Instructions issued in this behalf by the Government from time-to-time.

PART-III

Direct Recruitment

6. Recruitment Procedure for the post of Vital Statistics Assistant: — (1) In the month of January every year, the appointing authority shall determine the number of existing vacancies and the vacancies likely to occur in the Service in respect of the posts of Vital Statistics Assistant during the year in which the recruitment is made and shall intimate the vacancy position category wise to the Commission for filling up of the vacancies after obtaining due concurrence from Government.

- (2) Recruitment to the post of Vital Statistics Assistant shall be filled up by way of written examination conducted by the Commission.
- (3) The time, date and places of the examination shall be fixed by the Commission.
- (4) The standard syllabus and subjects of examination for recruitment to the post of Vital Statistics Assistant shall be as decided by the Commission in consultation with the Administrative Department.
- (5) A provisional merit list on the basis of the total marks secured by the candidates in the written examination conducted for the purpose shall be prepared by the Commission. In case, total marks secured by two or more candidates are the same, the candidate securing higher mark in Mathematics shall be assigned higher position among them in the merit list.

7. Eligibility Criteria for direct recruitment.— (1) In order to be eligible for direct recruitment, a candidate must:—

- (a) be a citizen of India,
- (b) have attained the age of 18 years and must not be above the age of 32 years as on the date of such advertisement for the post:

Provided that the upper age limit in respect of all the reserved categories of candidates referred to in rule 5 shall be relaxed in accordance with the provisions of the Act, rules, orders or instructions for the time being in force, for their respective categories;

- (c) be able to read, write and speak in Odia; and have, —

- (a) Passed Middle School of Examination with Odia as language subject; or
- (b) Passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject; or

- (c) Passed in Odia as language subject in the final examination of class-VII from a school or educational institution recognized by the Government of Odisha or the Central Government; or
- (d) Passed a test in Odia in Middle English School standard conducted by the School & Mass Education Department and
- (e) not have more than one spouse living:

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person or there are other specific grounds for doing so, exempt any person from the operation of these rules.

(2) The educational qualification for the post of Vital Statistical Assistant; a candidate must .—

- (a) have passed Graduation with mathematics or Statistics from the recognized University or its equivalent examination;
 - (b) have proficient knowledge in computer application (DCA); and
 - (c) have good mental and physical health and free from any physical defects likely to make him incapable of discharging his normal duties in the Service.
- A candidate who after such medical examination as the Government may prescribe is not found to satisfy the requirements shall not be appointed to the Service.

8. Select List for appointment: — (1) The Commission shall forward the merit list of the candidates to the Appointing Authority and after the approval of the Appointing Authority, the same shall form the select list.

(2) The select list of the candidates shall ordinarily be in force for a period of one year from the date of its approval by the Government or until another select list is prepared afresh whichever is earlier.

(3) Appointment of the candidates to the post shall be made in the order in which their names appear in the select list.

PART-IV

PROMOTION

9. Eligibility Criteria for Promotion:—(1) In order to be eligible for appointment to the post of Senior Vital Statistics Assistant, the Vital Statistics Assistant must have rendered at least six (06) years of continuous service in the post of Vital Statistics Assistant as on 1st day of January of the year in which the Committee meets.

(2) In order to be eligible for appointment to the post of Assistant Vital Statistics Officer, the Senior Vital Statistics Assistant must have rendered at least four (04) years of continuous service in the post of Senior Vital Statistics Assistant or ten (10) years of continuous service as Vital Statistics Assistant and Senior Vital Statistics Assistant as on 1st day of January of the year in which the Committee meets.

(3) In order to be eligible for appointment to the post of Vital Statistics Officer, the Assistant Vital Statistics Officer must have rendered at least three (03) years of continuous service in the post of Assistant Vital Statistics Officer or fifteen (15) years of continuous service in the Cadre as on 1st day of January of the year in which the Committee meets.

(4) In order to be eligible for appointment to the post of Assistant Director, Health Intelligence & Vital Statistics, the Vital Statistics Officer must have rendered at least three (03) year of continuous service in the post of Vital Statistics Officer or eighteen (18) year of continuous service in the cadre as on 1st day of January of the year in which the Committee meets.

(5) In order to be eligible for appointment to the post of Deputy Director, the Assistant Director, Health Intelligence & Vital Statistics must have rendered at least one (01) year of continuous service in the post of Assistant Director, Health Intelligence & Vital Statistics or five (5) years of continuous service as Vital Statistics Officer & Assistant Director as on 1st day of January of the year in which the Committee meets.

10. Constitution of the Departmental Promotion Committee. — (1) The Departmental Promotion Committee, for consideration of promotion to the post of Senior Vital Statistics Assistant, Assistant Vital Statistics Officer and Vital Statistics Officer, shall be constituted with the following Members, namely:—

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| (a) Director, Health Intelligence & Vital Statistics, Odisha | Chairman |
| (b) Joint Secretary/ Deputy Secretary, Health & Family Welfare Department, Odisha | Member |

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| (c) Addl. Director, Health Intelligence & Vital Statistics,
Odisha | Member |
| (d) Representative from Schedule Tribe and Schedule
Caste Development, Minorities & Back ward Classes
Welfare Department, Govt. of Odisha | Member |
| (e) Deputy Director, Health Intelligence & Vital Statistics
Odisha | Member |
| (f) Establishment Officer, Health Intelligence & Vital
Statistics | Member
Convener |

(2) The Departmental Promotion Committee for consideration of promotion to the post of Assistant Director, Health Intelligence & Vital Statistics and Deputy Director, Health Intelligence & Vital Statistics shall be constituted with the following Members, namely-

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| (a) Secretary, Health & Family Welfare Department,
Odisha | Chairman |
| (b) Additional Secretary, Govt. in Health & Family Welfare
Department, Odisha | Member |
| (c) Director of Health Intelligence & Vital Statistics, Odisha | Member |
| (d) Under Secretary/ Deputy. Secretary to Govt. in Health &
Family Welfare Department, Odisha | Member
Convener |

(3) The recommendation of the committee shall be valid notwithstanding the absence of any one of its members other than the Chairman:

Provided that the member so absents must have been duly invited to attend the meeting of the Committee and the majority of members of the committee attended the meeting.

11. Procedure for selection by the Committee. — (1) The Committee shall meet at least once in a year preferably in the month of November to prepare a list of employees suitable for promotion to the next higher grade taking into account the existing vacancies and anticipated Vacancies of the year in which the Committee meets.

(2) The Committee while considering the promotion cases of suitable employees and preparing the list of such employees shall follow the provisions of,—

- (a) The Odisha Reservation of Vacancies in Posts and Services (for Scheduled Caste and Scheduled Tribe) Act, 1975 (Odisha Act of 1975) and the rules made there under;
- (b) The Odisha Civil Services (Zone of Consideration for Promotion) Rules, 1988;
- (c) The Odisha Civil Services (Criteria for Promotion) Rules 1992; and
- (d) The Odisha Civil Services (Criteria for Selection for appointment including Promotion) Rules, 2003.

12. Consultation with the Odisha Public Service Commission. — (1) The recommendations of the committee shall be referred to the Commission for concurrence along with a list of all eligible candidates, including those who have not been recommended together with the service particulars relating to their academic qualification, teaching experience, research and field experience, if any.

(2) The commission shall consider the list alongwith the service particulars received under sub-rule (1) and shall furnish its recommendations to the Government.

13. Select list in case of promotion. — (1) The Committee shall forward the list of the candidates so prepared under rule 11 to the Appointing Authority for approval and after the approval, the same shall form the select list. The process is to be completed by mid December.

(2) The select list shall ordinarily be in force for a period of one year from the date of its approval or until another select list is prepared afresh and approved whichever is earlier.

(3) Appointment to any post in the Service, shall be in the order in which their names appear in the select list.

14. Gradation list.— The gradation list of the members of the service shall be prepared in the following manner, namely;—

(1) the name of candidates appointed by direct recruitment in a calendar year shall be arranged in the order in which their names appear in the select list prepared by the Commission; and

(2) the name of candidates appointed by promotion in a calendar year shall be arranged in the orders in which their names appear in the select list prepared by the Committee.

15. Probation and Confirmation: — (1) Every person appointed to any post in the service by direct recruitment shall be on probation for a period of two years and when appointed on promotion shall be on probation for a period of one year from the date of his joining in the post:

Provided that the Appointing Authority may, if thinks fit, in any case or class of Cases extend the period of probation;

Provided further that such period of probation shall not include the period of,-

- (a) Extraordinary leave;
- (b) Un-authorized absence; or
- (c) Any other period held to be not being on actual duty.

(2) The appointment of a probationer coming through direct recruitment may for good and sufficient reasons to be recorded in writing, be terminated by the Government at any time without previous notice during the period of probation including extension of such period, if any, and in case of the employee who has been appointed by way of promotion shall deem to be reverted to his former cadre or post,

(3) A probationer after completion of the period of probation to the satisfaction of the Appointing authority shall be eligible for confirmation subject to availability of substantive vacancy in the service.

16. *Inter se-Seniority.* —The *inter se-seniority* of the person so appointed to the post in the service in a particular year shall be in the order in which their names appear in the select list.

17. Relaxation. — When it is considered by the Government that it is necessary or expedient to do so in the public interest, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class or category of the employees.

18. Interpretation. — If any question arises relating to the interpretation of any of these rules, it shall be referred to the Government whose decision thereon shall be final and binding.

By Order of the Governor

SHALINI PANDIT

Commissioner-*cum*-Secretary to Government